

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT (Re-Issue)</h2>		広報番号 : Announcement No.	23-SRF-113-02 (R7)
		募集締切日 : Closing Date	15 Oct 03
		発行日 : Date of Issue	16 Sep 03
1. 職種名 Job title (等級 Grade 5 語学等級 LAD 3) Training Instructor (Crane) #445 [訓練教師職(クレーン)] 受諾可能な下位等級 Acceptable Trainee Level: 1-3 <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade 募集人数 : 1 名 No. Req.		4. 募集範囲 Area of Consideration <input checked="" type="checkbox"/> 【部署/部隊】内従業員 Current Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current USFJ Employee (in communicating distance) <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current Employee (Whole USFJ Wide) <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2. 部隊名/勤務場所 Activity/Working Place U.S. Naval Ship Repair Facility, Yokosuka (SRF) Lifting and Handling Department Crane Operations Division (Code 740)		5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> M L C <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (力月 Months)	
3. 勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Working Days : 月曜日から金曜日 Monday - Friday 時間帯 Working Hours : 08:00 - 16:45			
6. 職務内容 Duties Serves as Training Instructor responsible for conducting various formal and informal training related lifting and handling equipment. Adapts and develops training materials and lesson plans to meet the requirements of the particular operations in SRF. Schedules, conducts and/or coordinates formal and informal classes. Lectures and gives practical demonstrations. Plans, conducts and grades written, oral and practical examinations. Maintains records of progress and accomplishment of training course, and analyzes and tabulates results and reports. Performs other related or incidental duties as assigned.			
7. 資格要件/身体条件 Qualification / Physical Requirements a. One year of clerical or administrative work experience equivalent at 1-4 level in the related work. b. Knowledge of crane operations and rigging operations. c. Knowledge of Microsoft office software to develop and maintain the programs. d. Skill in conducting formal and informal training. e. Skill in adapting and developing materials and lesson plans to meet the requirements of particular operations. f. Ability to speak, read and write English and Japanese at fluent proficiency level (LAD-3). *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-4: One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-4 level. 1-3: One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-year degree in any field may qualify him/her at 1-3 level. *A handicapped applicant may be accepted, depending upon the degree and kind of disability			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : N/A	
提出するもの Application and Associated Documents * <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Copy of Certificate (English Proficiency) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either			
問い合わせ先 for Job Inquiries 担当部署 Office : 米海軍横須賀基地 艦船修理廠 コード 8 4 0 担当者名 Name : 里見/高野 交換台 Operator : 046-821-1911 内線 Extension : 243-4553/4552	提出先 Office to Submit 〒238-0001 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8153	事務処理欄 For Official Use PD No.: SRF-740-006 PD is accurate and current. Certified by Activity: kk HRO: ah9/16 ey	

Incomplete applications will not be considered. Submitted applications will not be returned.